

Make Time to Engage

*“You can’t kill time without injuring eternity”
- David Thoreau*

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Time Management

- Personal process
- Adapt to your style and situation
- Your decision to manage time is only a matter of breaking old habits



“Time is the most valuable coin in your life. You and you alone will determine how that coin will be spent.” -Carl Sandburg

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Six Steps to Better Time Management

1. Setting and achieving goals
2. Evaluate the use of your time
3. Use planning tools effectively
4. Delegation
5. Organize with purpose
6. Conquer the time traps



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Goals and Time Management

Goal

Goal

Goal

Project 1

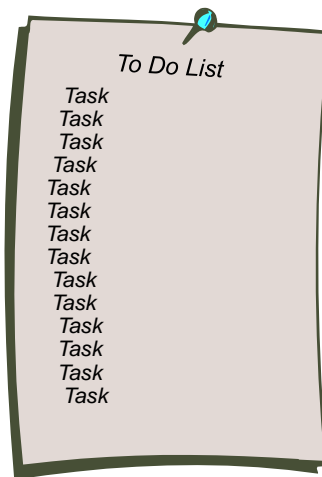
Project 2

Project 3

Project 4

Project 5

Project 6



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Goals that Work!

- Written and reviewed often
- Posted where you see them
- SMART
 - **S**pecific
 - **M**easurable
 - **A**ction-oriented
 - **R**ealistic
 - **T**ime bound

*“If you don’t know where
you’re going, how will
you know when you get
there?”*

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Goal Examples

- Complete groundwater testing at new 7-11 site and provide draft report by 6/15
- Earn Masters degree in geology by 5/2007
- Complete and conduct 100% of EDPs by 3/28
- Increase and maintain utilization by 5% by 6/30

Exercise – On page 3 of your workbook, write one or two SMART goals using one of your professional goals or a personal goal

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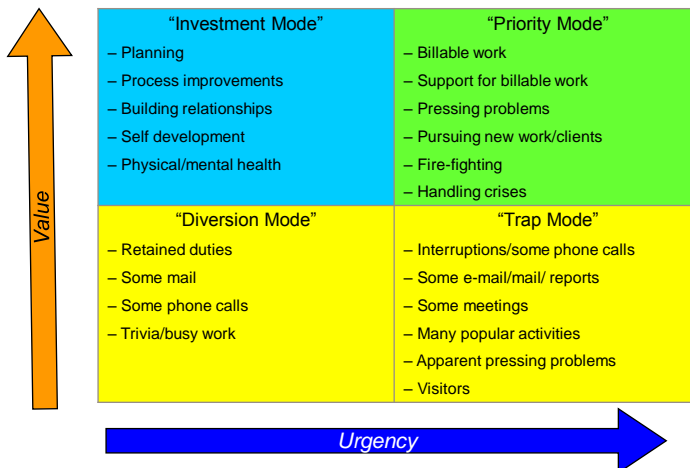
Step 2 - Evaluate the Use of Your Time

- Understand the time modalities
- Track and evaluate where you spend your time



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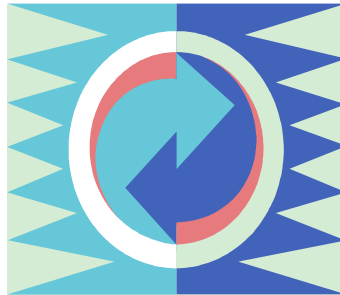
Modes of Time



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Step 3 – Use Planning Tools Effectively

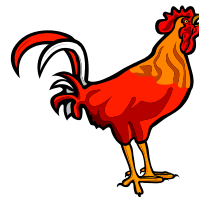
- Your energy cycle
- Planning tools



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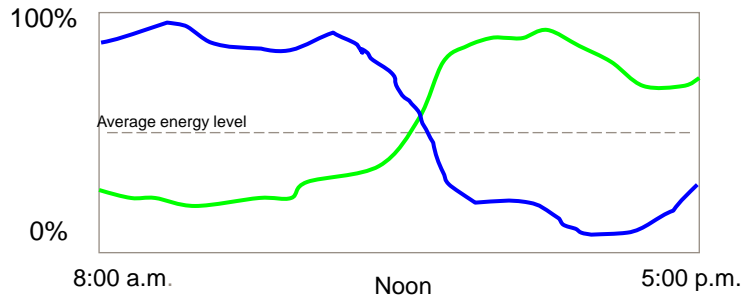
Your Energy Cycle

- Individual to everyone
- No right or wrong energy cycle
- Are you an owl or a rooster??



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Chart – Typical Energy Cycle



Owl or Rooster?

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Exercise – ‘My Time Manager’

- Draw your energy cycle.
- List some tasks that can be done during your low cycle.
- What are tasks you want to do during your ‘high’ cycle?



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Planning Tools

Typically used for :

- To-do lists
- Calendar or deadline references
- History



There are three levels of planning tools that can be used alone or in combination:

- Paper (notebooks, journals, etc.)
- Organizers or planners
- Electronic (computers, PDA, etc.)



Which do you use?

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Step 4 - Delegation

Delegation: the transfer of an activity from one person to another while retaining accountability for the outcome.

Exercise – In groups, discuss:

- Why should we delegate
- Why don't we delegate
- Consequences of not delegating

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Responding to Delegation

Saying 'no'

- Make sure you understand the request
- Stick to your plan (how will this help you meet your goals?)
- Be polite but firm – assertiveness is a positive attribute
- Help by providing alternatives

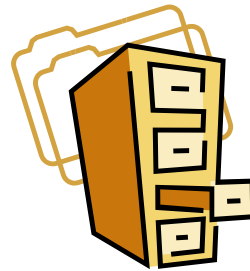
When you can't say 'no':

- Show your schedule and current workload
- Explain how much time you have available
- Ask for help prioritizing – what should I give up?

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Step 5 - Organize with Purpose

- Knowing where to look saves time
- E-mails, papers, mail, articles, etc.
- Must be willing to:
 - Put stuff away
 - Throw stuff away



*A place for everything and
everything in its place*

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If You're a 'Filer'

- Use alpha system (A – Z)
- Standardize – make a rule and stick with it
 - File by topic, company, or person
- Keep file folders handy – if you have to search, you won't file
- Keep a to-be-filed stack and schedule time to file
 - When are your 'low energy' times?
- Drawers less than $\frac{3}{4}$ full
- Purge files yearly
 - Great review of where things are
 - Clean out what you don't use

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Step 6 – Conquer the Time Traps

- a. E-mail
- b. Mail
- c. Meetings
- d. Telephone
- e. Visitors
- f. Waiting for others
- g. Procrastination



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E-Mail

- Set time aside
- Turn off notification
- Turn off e-mail
- Organize e-mail in folders – In-box empty
- Create mailing lists
- Use e-mail when appropriate
- Use the phone to respond if it's faster
- Use quick reference guide

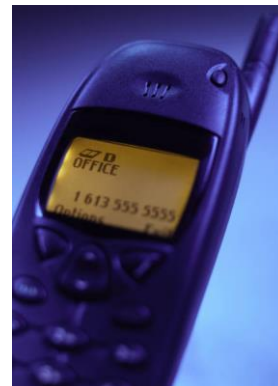


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My Time Manager

Telephone - Cell

- Your cell phone works for you, not the other way around
- Put your cell phone on vibrate mode
- Use caller ID
- Turn it off
- Ask family and friends to text message



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My Time Manager

Additional Tips

In your workbook (page 29), there are some additional time saving tips in the areas of:

- Commuting and/or in the car
- Travel
- With your kids
- At home



My Time Manager

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Making it Stick!

- Post your 'My Time Manager' list and review daily
- Track your time for at least a week
- Develop 'To do' lists that meet your needs
- Change at least one work habit to reflect your energy cycle
- Read your goals every day; address obstacles
- Use 'Organizing with Purpose' process for clearing your desk and e-mail. Continue using as new 'stuff' arrives.
- Implement at least 3 actions from your 'My Time Management' form in the next 21 days.



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Questions?

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Thank You

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